

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190027-8
REPORTS COUNT - OFFICE OF LOGISTICS

Reporting Element and How Produced	Frequency and Number							Total
	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	Semiannual	Annual	
1. Executive Officer Manual	1							1
2. Budget & Fiscal Branch Manual			5				4	9
3. Records & Services Branch Manual					1		1	2
4. Personnel & Training Staff Manual	4		2					6
5. Security Staff Manual			1				1	2
6. Building Planning Staff Manual	1						2	3
7. Planning Staff Manual	1						2	3
8. Procurement Management Staff Manual Machine	1 1	3	1 2	1	1	4	2	3 12
9. Procurement Division Manual	2	8			2	1	3	1 (as needed) 17
10. Supply Division Manual Machine	17 1		45 45	1 17	1 11	4 13	8 10	76 97
11. Real Estate & Construction Division Manual Machine	1		1		1 1	7 1	8 1	18 3
12. Printing Services Division Manual Machine	2	2	5 1		3	5	8 1	1 (as needed) 5 (triannual) 31 2
13. Logistics Services Division Manual Machine	1		5		2	4 1	4	16 1
TOTAL	32	13	113	19	23	40	55	7 302

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190027-8